

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – SEPTEMBER 24, 2007 -- 4:00 P.M.

The meeting was called to order by President Richelle Piphon-Holle. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Peggy Grafke, Mike Sytsma, Diane Van Wyngarden, and Beverly Van Devender present. Also present were Library Director Suzann Holland, Youth Librarian Linda Fox, Library Technician Paulette Groet, and Building Manager Mike Calzaretta.

Minutes: Motion was made by Van Wyngarden, seconded by Sytsma, to approve the minutes of the August 27, 2007, Board meeting. Motion passed.

Correspondence: Piphon-Holle told the Board that there was a great picture and article about the Teens' Annual Cemetery Walk in Monday's Herald. Fox said that she had thank-you notes from the North Mahaska schools.

Director's Report: Holland reported that at the close of the second month of the fiscal year, the budget is 18% expended, with a theoretical target of 17%. Holland said that Mahaska County Reads is going very well, with increased participation over last year. The promotion will continue through October 8th. Holland told the Board that five staff members signed up for the Iowa Library Association conference in October. Holland said that she will be attending a pre-conference on workplace safety, and Nancy Jones will be attending a workshop on book repair. Holland said that as instructed by the Staff Committee last summer, she has made changes to the staff reports. At last month's meeting, Holland handed out 8 surveys concerning changes to the staff reports, and she received only 2 back. Holland told the Board that upcoming programs include Mahaska County Reads book discussion on September 29th, Mahaska County Reads film screening on October 8th, Researching Your Home's History on October 13th, Grant Wood Live! on October 20th, and Crafting Family Heritage Gifts on November 10th. Holland reported to the Board that Trustee Dykstra has gotten an initial bid on a VoIP system. Another option is with American Business Phones at half the price. Holland said that the Technology Committee still needs to meet to discuss our options. Holland reported that a security camera and monitor for the adult computer lab would be installed in the next two weeks. Holland read a letter from City Attorney Randy DeGeest to McNaughton requesting extensive documentation in support of the company's claim that the library owes the company \$10,000.00 in overages on their leasing program. Holland reported that statistics showed that adult circulation was down by 7% from a year ago, and children's circulation was up by 4%. Holland told the Board that circulation for the teen department increased 17% from fiscal year 2005-2006 to 2006-2007. Holland said that teen circulation for June 2007 increased 28% over a year ago. Teen circulation in July and August increased 45% and 70% respectively over a year ago. Holland commended Susan Hasso, Library Administrative Assistant, who took over materials selection for the teen department a year ago, on a job well done.

Youth Librarian Briefing: Youth Librarian Linda Fox reported to the Board that children's circulation was up from last year. She also said that last month's circulation actually increased as well. There was a mistake in the figures reported last month. Fox said that children's program attendance was up from last year, likely due to the Dan Wardell program and Michele Eickman's music programs. Fox told the Board that class visits to schools and preschools have begun for the new school year, with 45 classes receiving visits each month. In-house programming has begun

and is off to a slow start, but attendance is building. Fox told the Board that the Teen's Cemetery Walk was held Sunday, September 23. Fox said that there were 55 in attendance plus 18 teens that performed. Fox said that the teens did a wonderful job. Piph-Holle thanked Fox for planning the Cemetery Walk and complimented her on a job well done. Fox said that she had given a program at Maple Ridge on "Love Memories".

Library Technician Briefing: Library Technician Paulette Groet reported to the Board Connexion 2.0 (the new version of our cataloging software) has been installed on the primary cataloger's computer to identify any problems before installing the software on other catalogers' machines. Groet said that the director's laptop had to be formatted and have the operating system and software re-installed. Groet reported that she and Holland managed to connect Holland's Mac Mini computer to the library's network. Groet then installed Workflows (our circulation software) on the Mac Mini. Groet told the Board that 6 months ago she took over following up on overdues. At that time 51% of the library's patrons were either barred or blocked. Six month's later only 15% are barred or blocked, and a total of 21% are barred, blocked, or delinquent, which means that they have items overdue. Groet reported that the library's request for reimbursement from E-rate for the 2006-2007 year has been denied. Groet said that there are a couple of small problems that need to be taken care of before we can re-apply. The deadline to re-apply is October 28th, and things should be in order before that time.

Building Manager Briefing: Building Manager Mike Calzaretta reported to the Board that the library has passed its boiler inspection with the recommendation that the library install a "kill switch" outside the boiler room. Calzaretta said that he is working with the Baker Group to get a cost estimate. Calzaretta reported that Carlisle Syntec, the manufacturer of the library's rubber roof membrane, sent a crew to make a warranty-covered repair. At the time of the repair, the crew discovered a flashing problem on the roof that was further investigated by Dennis Shankster of Shankster Masonry. Calzaretta told the Board that Dan Kalbach from the City Engineer's office was present at the Board meeting to answer any questions the Board might have. Kalbach explained that the wall between the old and new parts of the building needs a roof in order to protect the wall. The building blueprints show continuous flashing across the wall and a limestone cap on top of that to protect the wall. When Shankster examined the wall, it appeared that there might be a problem with the flashing. Kalbach said that they wouldn't know if there is a problem until Shankster removes one of the limestone cap blocks. If the flashing does not match the blueprints, then either the blueprints were not followed or there was a change order approved. Kalbach told the Board that if the limestone cap breaks during removal, the cost of a replacement cap is about \$800.00. After the first block has been removed, the Building and Grounds Committee will meet to discuss how best to proceed. The committee will bring their recommendations to the whole Board. Calzaretta reported that the Street Department had removed the dead pin oak from the northeast corner of the library lot, and they changed out several ballasts in the parking lot.

Committee Reports

Policy Committee: Nothing to report.

Staff Committee: Piph-Holle said that the Staff Committee would need to meet in regards to the union contract negotiations.

Finance Committee: Nothing to report.

Budget Committee: Nothing to report.

Planning Committee: Nothing to report.

Technology Committee: The Technology Committee will need to meet to look at options, including VoIP, for the library's phone system.

Building and Grounds: Piph-Holle reported that the Building and Grounds Committee have met several times. The committee has done a walk-through of the building and grounds. They

have talked with Kevin Molyneaux, from the Parks Department, concerning taking down the dead pin oak and some of the dead shrubs. Molyneaux said that all of these items would come within the joint library and parks budget.

Pipho-Holle and Holland suggested a schedule for committee meetings. The Policy Committee should meet as needed. The Staff, Finance, and Budget committees should meet quarterly. The Planning Committee should meet semi-annually. Technology and Building and Grounds committees should meet monthly or every other month. Pipho-Holle said that City Manager Don Sandor said that the committees could meet by email. Pipho-Holle said that it is the responsibility of the committee chair to call the meeting. Meetings can be informative and do not always involve making a decision.

Unfinished Business: None

New Business: None

Financial Report/Approval of claims: Motion was made by Van Devender, seconded by Bishop to approve payment of the September claims. Motion passed.

Public Input: None

Adjournment: Motion was made by Sytsma, seconded by Van Wyngarden, to adjourn the meeting. Motion passed.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board